



**Superior Court of California
County of Tuolumne
41 West Yaney Avenue
Sonora, CA 95370**

**- JOB ANNOUNCEMENT -
Information Technology Manager**

**Date Posted: June 15, 2007
Final filing date: July 13, 2007**

**Salary: \$5,338.86 to \$6,517.66 per mo.
[6% COLA increase effective 7/1/07]**

**For an employment application, please visit:
<http://www.tuolumne.courts.ca.gov/employment.htm>**

Tuolumne County

The County of Tuolumne (population 57,000) is located in the heart of the California "Mother Lode" gold country region and was incorporated in 1850 as one of the original 27 counties in the State of California. Stretching from the foothills to the crest of the Sierra Nevada Mountains, Tuolumne County is a recreational paradise and a wonderful place to live. The area contains historic gold mining towns, the pristine Emigrant Wilderness, world-renowned Yosemite National Park, and numerous lakes and rivers. Its proximity to San Francisco (2 hours) and Sacramento (2 hours) makes the County easily accessible year around.

The Position

Under limited direction, this management or senior management level position is responsible for developing and administering comprehensive information technology programs, operations and functions of the court.

Representative Duties:

1. Plans, organizes, directs and manages the information technology [IT] functions of the court, including evaluating operational needs, assisting end-users, maintaining internal servers and systems, and ensuring network security for internal and remote users.

2. Develops, recommends, and implements approved IT policies, programs, procedures, and strategic plan.
3. Installs software releases, system upgrades, and resolves software-related problems.
4. Administers court-wide case management system.
5. Performs system backups and disaster recovery; maintains data files and monitors system configuration to ensure data integrity.
6. Manages installation, inventory, and related documentation of new network applications, designs, architecture, and end-user services.
7. Maintains Court's telecommunication system's adds, moves, and changes.
8. Supervises and trains IT staff, works on IT projects, and provides periodic reports.
9. Advises Executive staff on IT-related security/systems issues.

Judgment and Responsibility:

The incumbent receives general direction on a wide variety of assignments. Established policies, procedures, and standards may not be available or may be so general in nature that the incumbent must exercise considerable discretion with respect to assignments and duties.

Desired Qualification Guidelines:

Any combination of training and experience that would likely provide the required IT knowledge and abilities, including the knowledge of principles, methods and practices of information management, is qualifying. A typical way to obtain the required knowledge and abilities would be a Bachelor's degree in IT from an accredited post-secondary institution; MCDBA certification; MCSE certification or MCSA, Cisco A+, and Network+ certifications; a minimum of five years IT management experience within a complex IT environment, including database administration in SQL, Windows server and desktop administration, Microsoft Exchange, Web and voice technologies, audio video in a LAN/WAN environment, and systems management and repair. Technical expertise with Cisco products and Cisco infrastructure environments. Strong knowledge of systems management practices and applications, including system monitoring, capacity planning, problem/change/configuration management, proactive systems management practices, and Disaster Recovery. Experience with designing, implementing and managing complex Intra/Internet technologies and network-centric environments. Skill set should include knowledge of Email, calendaring, Directory Services and workflow applications. Familiarity with multiple locations, server farms and MDFs, networking, telephony TCP/IP and T1/T3 communications. Experience with multi-platform business process integration and evolving technologies [e.g., electronic filing, FTP, voice and web response systems]. Experience with complex data-center communications, systems and projects, file and print servers, multi-speed printing, scanning, and digital imaging. Demonstrated experience managing multi-discipline and platform systems, vendors, and consultants. Minimum of two years professional supervisory experience. Strong organizational and project management skills. Strong oral, written, interpersonal, and presentation communication skills. Demonstrated ability to work effectively in a multicultural environment and ability to pass a pre-employment background check, complete physical, and drug screen.

Benefits:

- Potential to accrue 240 hours of Personal-Time-Off (PTO), which can be used for vacation or sick leave;
- 13 paid holidays per calendar year;
- 40-hours management leave per FY;
- \$634 per month for the Court's health and welfare cafeteria plan (Café is 100% refundable if employee has medical coverage elsewhere);
- CalPERS 2% at 55 PERS retirement (employer pays employee's 7%); and,
- Interest-free computer loan program for purchase of personal computers.

Employment Application and Selection Procedure

- Interested applicants must submit a completed Superior Court of California, County of Tuolumne employment application **and** a completed response to the two supplemental questions listed below. A resume may be attached, **but not in lieu** of the Court's employment application.
- Applications must be received by 5:00 p.m. on the closing date. Please forward all application material to:

Superior Court of California, County of Tuolumne

Attn: HR Dept.

41 West Yaney Avenue

Sonora, CA 95370

Fax: (209) 533-6607

- Candidates rated as best qualified will be invited for a test and/or interview after which they will be added to a Continuous or Non-continuous Eligibility List.
- If you have any questions concerning the above or wish to request application materials, please call (209) 533-6914 or email pam@tuolumne.courts.ca.gov

All applicants must attach to their application a written response in narrative form to the following Supplemental Employment Questions:

- Please describe how you have acquired the desired skills and knowledge to successfully fulfill the role and responsibilities of this position.
- What experience do you have in managing network security, server maintenance, network architecture design, telecommunications systems maintenance, and IT Disaster Recovery?